

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed gender, national origin, age, disability, veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied for: _____ Date of Application: _____

Type of Employment: _____ Full Time _____ Part-Time _____ Temporary

On what date would you be available for work? _____

How did you learn about us?

- ☐ Advertisement ☐ Friend ☐ Walk-in
☐ Employment Agency ☐ Relative ☐ Other: _____

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)				Social Security Number	

Are you 18 years of age or older? _____ Yes _____ No

Are you lawfully permitted to work in the United States? _____ Yes _____ No

(Proof of citizenship or immigration status will be required upon employment.)

Have you ever filed an application with us before? _____ Yes _____ No If yes, when? _____

Have you ever been employed with us before? _____ Yes _____ No If yes, when? _____

Are you related to any city employees? _____ Yes _____ No If yes, who and what is the relationship? _____

Have you ever been convicted, pled guilty or pled *nolo contendere* of or to a charge other than a minor traffic violation? _____ Yes _____ No If yes, please explain: _____

NOTE: Conviction will not necessarily disqualify an applicant from employment.

EDUCATION:

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate College				
Other (Specify)				

OTHER QUALIFICATIONS:

Describe any specialized training, apprenticeship, skills, and other qualifications.

Summarize special job-related skills and qualifications acquired from employment or other experience.

List professional, volunteer, trade, business or civic activities and office held.

You may exclude membership which would reveal gender, race religion, national origin, age, ancestry, disability, or other protected status:

EMPLOYMENT HISTORY. Start with your present or most recent job. Include any job-related military service assignments, self-employment, summer and part-time jobs. Also, include all periods of employment and explain all gaps in employment.

May we contact your present employer? _____ Yes _____ No

1. Company:	Address:	Telephone No.:
Date Employed:	Hourly Rate /Salary	Supervisor
From to	Starting Final	
Your Duties:		
Reason for Leaving:		

2. Company:	Address:	Telephone No.:
Date Employed:	Hourly Rate /Salary	Supervisor
From to	Starting Final	
Your Duties:		
Reason for Leaving:		

3. Company:	Address:	Telephone No.:
Date Employed:	Hourly Rate /Salary	Supervisor
From to	Starting Final	
Your Duties:		
Reason for Leaving:		

4. Company:	Address:	Telephone No.:
Date Employed:	Hourly Rate /Salary	Supervisor
From to	Starting Final	
Your Duties:		
Reason for Leaving:		

If you need additional space, please continue on a separate sheet of paper.

REFERENCES: Three individuals NOT related to you, whom you have known for at least one year.

NAME:	ADDRESS:	TELEPHONE NUMBER:	YEARS ACQUAINTED:
1.			
2.			
3.			

State any additional information you feel may be helpful to us in considering your application.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that false or misleading information may cause my application to be rejected.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all employers to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you, including but not limited to any defamation claims I may now have or will have against them.

I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT ANY EMPLOYMENT RELATIONSHIP WITH THE CITY IS OF AN "AT WILL" NATURE, WHICH MEANS THAT I MAY RESIGN AT ANY TIME AND THE CITY MAY DISCHARGE ME AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT, ORAL ASSURANCES, OR BY CONDUCT UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY THE CITY ADMINISTRATOR AND RATIFIED BY CITY COUNCIL.

Date

Applicant's Signature